

KAVOD ELEMENTARY CHARTER SCHOOL

RESPECT MAKES A WORLD OF DIFFERENCE

ACADEMIC EXCELLENCE - HEBREW LANGUAGE - SOCIAL RESPONSIBILITY - GLOBAL AWARENESS

PARENT AND STUDENT HANDBOOK



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INTRODUCTION

It is our pleasure to welcome you to Kavod Elementary. The staff at Kavod is dedicated to providing the best possible education to meet every student's individual needs. At Kavod we believe every student should have a sound educational plan that incorporates both school and parental involvement. We hope that we can embark upon building a successful school community that supports cooperative learning and academic success.

"Knowing other languages & cultures brings opportunities, opens doors, extends your reach, leads to employment opportunities, strengthens literacy and problem-solving skills, builds intergroup relationships and bridges multiple cultural and language worlds." --The San Diego County Office of Education

MISSION & VISION

Kavod Elementary Charter School strongly encourages all parents and students to review the Kavod Elementary Charter approved by the San Diego Unified School District (SDUSD). The charter details the promises the School has made to be a school of excellence that serves students well, in exchange for the authority to operate independently from SDUSD. The Charter also details how Kavod Elementary will meet students' learning needs.

Mission

The mission of Kavod Elementary Charter School is to provide an excellent academic program infused with dual language through Hebrew immersion and encourage the development of socially responsible, respectful, global citizens.

The Meaning of "Kavod"

Kavod is the Hebrew word for honor and respect. It is a word of great strength and importance in the Hebrew language and these are the traits we want to instill in our students' lives and interweave throughout all aspects of the school. In order to develop life-long learners, 21st century-educated people and socially-aware citizens, Kavod Elementary will create a culture of honor and respect towards education and the learning process.

Vision

Our vision at Kavod Elementary Charter School is to create a dynamic community of learners who strive for academic excellence and achievement and who become proficient Hebrew and English speakers, and through investing in our teachers and educational programs, our students will be continually challenged in order to meet their full potential.

We believe in creating a diverse community where students work together, actively engaging in service-learning projects in order to become productive members of society. In this environment, our students develop the tools needed to achieve success in their continued education, careers and journey in life.

EDUCATIONAL PHILOSOPHY

Thus, Kavod Elementary will provide its students with the academic and personal foundation necessary to successfully pursue advanced studies and achieve continued personal growth as ethical and informed global citizens.

In order to accomplish this, Kavod Elementary, an independent elementary charter school, will offer an academically rigorous K-5 curriculum, which includes intensive instruction in Modern Hebrew with an integrated language and service-learning model. Students will be active learners and engaged in experiential, inductive, hands-on learning—i.e., learning that is focused on higher order thinking and addresses individual student needs through differentiated instruction. Kavod Elementary's rigorous academic program will foster college and career readiness in a 21st century, globally competitive society.

ADMISSION REQUIREMENTS AND ASSURANCES

Kavod Elementary is a charter public school of excellence serving students in Kindergarten through 2nd grade at opening, and growing one grade each year to teach students in Kindergarten through 5th grade. Enrollment in our school is open to all students who reside in California. No tuition is charged for enrollment.

- Kavod Elementary will admit all California residents who wish to attend, as called for in Ed.Code §47605 (d)(2)(A) who are age-eligible, according to Ed. Code §48000 (a). Kavod
- Kavod Elementary's admissions process will reach out to families to enable the school to have a diverse student body.
- All students will be admitted, space permitting, and not determined according to the place of residence of the student or of his or her parent or guardian. Kavod Elementary will be non-sectarian in its programs, admission policies, employment practices, and all other operations, and will not charge tuition or discriminate against any student based on ethnicity, national origin, gender, disability or any other reason disallowed by law.
- The school's admissions practices will comply with Part B of the Individuals with Disabilities Education Act and Federal civil rights laws, including, but not limited to, Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; and Title II of the Americans with Disabilities Act of 1990, as applicable.
- Kavod Elementary will be open to all students including those with special education needs.
- Kavod Elementary will support the administration of special education services at the school site by the San Diego Unified School District and participate in the search child/find efforts of the SELPA.

Admission Requirements

Kavod Elementary understands that the minimum age at which a student may be admitted to public school in California will vary until the 2014-15 school year. Kavod Elementary will comply with the minimum age requirements defined in Ed. Code §48000, as follows:

- a) A child shall be admitted to kindergarten at the beginning of a school year, or at a later time in the same year, if the child will have his or her fifth birthday on or before September 1.
- b) On a case-by-case basis, the Kavod Elementary Board may admit to kindergarten a child having attained the age of five years before January with the approval of the director, subject to the following conditions:
 - Student must receive a recommendation from current placement
 - Student must have an observation/assessment with Kavod
 - No student who is granted late entry is automatically guaranteed to move onto 1st grade.

Prior to the admission of a child to the kindergarten or first grade, the child's parent or guardian will present proof evidencing that the child is of the minimum age fixed by law for admission. The method of proof of age may be any of the following unless the Kavod Elementary Board revises this list:

- a) certified copy of a birth record;
- b) statement by the local registrar or a county recorder certifying the date of birth;
- c) baptism or birth certificate duly attested;
- d) passport; or
- e) when none of the foregoing is obtainable, an affidavit of the parent, guardian, or custodian of the minor.

Admission Preferences

- Kavod Elementary will admit all age-eligible California residents who wish to attend, as called for in Ed. Code §47605 (d)(2)(A).
- The school will determine admission by a public random drawing (lottery) if the number of pupils who wish to attend exceeds the school's capacity.
- Students already enrolled are exempt from lotteries. Once a student is admitted to the school, he or she may remain in attendance through subsequent grades.
- Siblings of students already admitted to or attending Kavod Elementary will be exempted from the lottery and admitted to the school, space permitting.
- Children of Founders, Board of Directors, Faculty and Staff will be exempt from the lottery and admitted to the school as long as the number admitted by this exemption does not exceed ten (10) percent of total enrollment at Kavod Elementary.
- Kavod Elementary will employ a single lottery with a higher weighting for students who are SDUSD residents.

*Additional policies regarding the admissions and lottery process can be found on file at the Kavod office.

GOVERNANCE

Board of Directors

The Board of Directors of Kavod Elementary is the School's oversight and policy-making body. Board members have fiduciary responsibilities for the wellbeing of Kavod Elementary.

Appropriate Board decisions include setting the budget, determining the strategic plan, formulating major policy, overseeing the school's compliance with relevant laws, and regulations and raising funds to support the school's growth. The Board of Directors may delegate certain responsibilities and duties to the School's Director or other staff, under the following conditions: (a) that the school staff will operate with oversight from the Board; and (b) that the Board is ultimately and finally responsible and accountable for the actions of any person to whom responsibility has been delegated and for any and all obligations, programs and policies of the school.

As delineated in the Kavod Elementary bylaws, the initial Board will consist of a minimum of five members, including one parent or guardian of a Kavod Elementary student to be named after the school's initial enrollment is known

As the need arises, the Board will fill vacant or additional seats with individuals who have experience in areas such as finance, accounting, real estate, elementary education, fundraising, community and public relations, marketing, business and strategic planning, legal and human resources, and not-for-profit governance.

Kavod Elementary will comply with the Brown Act to ensure that the public has open access to information and decision-making regarding the School's policies, procedures and performance, and equal opportunities to hear, discuss and influence Board of Director decisions in an open forum. The Board will conduct open meetings at least quarterly during the school year. One meeting each year will be designated the Annual Meeting for the purpose of organization and the appointment of officers.

SCHOOL SCHEDULE & ATTENDANCE EXPECTATIONS

Sample Daily Schedule (subject to change)

Regular Day: 8:00 A.M. – 3:30 P.M.

Wednesday Minimum Day: 8:00-12:30 P.M.

General Schedule		Sample	
Time	Subject	Time	Subject
8:00-8:25	morning intro	8:00-8:25	morning intro
8:25-9:10	Core	8:25-9:10	Reading
9:10-9:55	Core	9:10-9:55	Writing
9:55-10:25	Flex Block	9:55-10:25	Technology
10:25-11:00	Snack/Recess	10:25-11:00	Snack/Recess
11:00-11:45	Core	11:00-11:45	Hebrew
11:45-12:30	Core	11:45-12:30	Math
12:30-1:20	Lunch	12:30-1:20	Lunch
1:20-1:50	Flex Block	1:20-1:50	Values
1:50-2:35	Core	1:50-2:35	Social Studies/Science
2:35-3:20	PE or Elective	2:35-3:20	PE or Elective
3:20-3:30	Closing Routine	3:20-3:30	Closing Routine

Each of the following core classes are held daily: Math, Writing, Reading, Social Studies/Science. These classes rotate daily. One additional period is dedicated to Hebrew.

The Flex Block provides dedicated time for grade specific class needs such as: Exploration, Values, Technology, Word Work/Spelling or Handwriting.

Calendar

Visit KavodElementary.org for the updated calendar.

Attendance Procedures

State Education Code § 48200 and 4826 (a) mandate that all children are required to attend school daily and arrive on time. Academic achievement of children is directly related to school attendance. Any absence not related to illness, legal or religious holidays are considered unexcused. Students are expected to schedule medical and dental appointments around the school schedule.

All medical absences that extend five days or more days may require a doctor's verification.

A contract for Independent Study will be created if a student is absent.

When a student is absent from school, it is required that the parent/guardian call or email the Main Office on or before the day of absence and identify the cause of absence. Parents should notify the teacher via email as well.

Kavod Elementary students are required to be in their classes and ready for roll call promptly at 8:00 A.M.

Kavod Elementary students who are not present at roll call will be marked tardy. Any tardy not relating to health, legal or religious reasons are considered unexcused, regardless of a parent note. Students with more than 3 unexcused tardy infractions are considered truant.

It is a disservice to a child's education for he/she to be perpetually absent or tardy.

Drop-off and Pick-up Procedures

It is vital that we follow the drop off pick up procedures to ensure compliance with the city. Students may be dropped off 15 minutes before school (7:45am) and must be picked up within 10 minutes of school closing (3:40pm). Students can be dropped off curbside in front of the school when Kavod faculty are present. All students will enter through the gate. No students may be dropped off between 7:30 and 7:45. After 8:00am the gate will be locked and students will be considered tardy.

Parents who decide to use the car lane are asked follow these procedures:

- Drive in from Fermi Street, and out onto Success.
- No-U-turns are allowed in front of the school.
- Pull all the way forward prior to dropping off or picking up your child, otherwise the rest of the carline is halted
- Do not to park on a blue-line for the handicapped spots/areas. Police do monitor the area and will give out tickets if your car is touching a blue line.
- Be courteous of staff who need to leave from the parking spots that the carline blocks in. Try to provide them an opportunity to leave prior to moving forward in the line.

Only those on an approved pick up list may pick up a student from school. If someone other than a parent/guardian or designee on the approved list is to pick up a student, the parent/guardian must call the school prior to 3:00pm. Anyone who is not the parent/guardian or designee on the approved list, must show proof of identification.

Parents are responsible for dropping off and picking up their children in accordance with the designated drop off and pick up times. Kavod does not provide supervision to students prior to drop off and after pick up. Kavod Elementary Charter School has a separate before and after school provider. Families enrolled with the outside provider are subject to their rules and regulations for their program.

If a child is at the school outside of the designated school hours, families who are not registered with the before and after school program will be subject to one of the following:

- 1) If a faculty member is available to supervise, families will be charged \$1 a minute beyond a 5 minute period on the first infraction and \$1 a minute on any subsequent infraction.
- 2) If children cannot be supervised, the local police will be notified.

Kavod strongly encourages families to register with the before and after school program.

Late Arrivals

Students arriving to school after 8:00 A.M. must report to the Main Office and obtain a late pass prior to going to class. Students will not be allowed in the classroom without this pass. Parents of students must accompany their students to the Main Office to obtain a late pass. Please support your children by arriving to school on time and establish promptness in their daily schedules.

Truancy Procedure

A letter will be sent home to parents.

A home visit may occur.

A School Attendance Review Team meeting will be held if additional infractions persist and a contract will be created for parents and students.

A School Attendance Review meeting will occur if a student is the contract is violated.

Early Sign-out Procedure

Students will be allowed to leave school only with a parent or legal guardian, or with another person designated in advance by a parent or legal guardian. Any person picking up a student early must sign a log at the Main Office. The school will not accept notes or telephone calls to request early dismissal.

HEALTH/WELLNESS & SAFETY

Medical Appointment

Parents should schedule children's medical appointments after school, whenever possible to minimize the student's time away from school. If appointments are made during the school day, parents must come to the Main Office and sign-out their child.

Medication

Any medication brought to school must be in original containers and accompanied by the medication form from the student's physician, complete with instructions for administering the medication. The form must include the name of the medication, method, amount, and time schedules by which the medication should be taken. Forms can be obtained at the main office or on the school website. The student must come to the Main Office to take the medication at the appropriate time.

Illness and Injury

Students should not come to school when ill. If a student becomes ill or is injured while at school, a parent will be contacted to pick up the student. It is important that parents pick up their sick or injured child immediately for the care and comfort of the child and to maintain the health of other students.

The following symptoms are valid reasons to keep students at home:

- High Fever
- Nausea and Vomiting
- Evidence of a Communicable Disease
- Severe Headache or Severe Stomachache
- Spasms or Convulsions
- Any Severe Accident Including Deep Cuts or Bleeding
- Persistent Coughs
- Rash

Lice

Students should not come to school if they have live lice. If Kavod finds a child on campus with lice, the parent will be notified to pick the child up from school to treat the child. Children may return to school with proof that a treatment has been provided to the child. Kavod has additional resources on file to help support families in removing lice from their children and households.

Food Policies

No Food Sharing

In order to ensure our students' safety, Kavod adheres to a no food sharing policy. Kavod's no food sharing policy discourages students from sharing food with each other in attempt to prevent any allergy exposure from food and requires that the teacher notify the parents when food will be present in the classroom, unless indicated otherwise below.

Parents may not bring in food to share unless it has been organized with the teacher. We ask all parents to respect that everyone has different dietary needs and to note that, as a public school, Kavod restricts food from classrooms/school only if there is a life-threatening medical reason (based on conversation with the parties involved). Parents may not bring in treats for birthdays or holidays.

To ensure parent organizers are aware of each child's individual needs, we will provide dietary information that is listed on the enrollment packet to the room parents. If your child has dietary restrictions, whether it be allergies, restrictions for personal beliefs, or restrictions for any other reason please make sure you have informed the school by indicating the restrictions the enrollment packet and by notifying your child's teacher each year. Kavod does not make assumptions on a family's behalf.

Classroom Activities

Below is a list of common foods/drinks that the teachers may have at parties, used in the curriculum or offered as prizes throughout the year. Anything provided will be in moderation. If the teachers plan to provide food/drinks to students beyond what is on this list, they will notify the class parents. If you have a concern with any of the foods/drinks listed below, please reach out to the teacher immediately, as he/she does not need to get consent prior to having these in the classroom as they are listed here for reference.

Popcorn

Hot Chocolate

Juice (including sparkling cider)

Cheese Crackers

Pretzels

Hummus

Bread

Fruits & vegetables

Popsicles

Granola

Chocolate

Lollipops/Small Candies

Snacks and Lunch

Kavod does not provide food to students who forget their snack or lunch, or who are still hungry after eating what they were provided. It is the responsibility of the parents/guardian to provide food for their children, to provide money to purchase a school lunch and/or to determine eligibility for free and reduced lunch.

Kavod uses the SDUSD food services, and does not offer food to Kavod students when the SDUSD campus is closed. We will communicate to you what those dates are in advance.

Only on the first infraction of a missed snack or lunch will the school provide food and only if the school has a food available. It is not a guarantee that the school will be able to provide something on the first infraction, we do so as a courtesy when possible. The office cannot cater to dietary preference restrictions. Students may use their emergency snack if they have one available. Parents are given written notices to inform/remind them if their child did not have a snack.

Kavod strongly encourages healthy snacks. Candy and unhealthy snacks make children too energetic and/or lethargic, which impacts their ability to learn. As parents are responsible for choosing the food for your child's snack and lunch we encourage you to help your child be the best student he/she can be by providing them with food that will help them stay focused. Kavod has a list of health snack options on the parent access page of the website.

Bathroom Policy

All students are encouraged to use the bathroom during their free time or independent work time, when possible. Students may only leave class during mini-lessons per the teacher's discretion.

Kindergarten students will be chaperoned to the bathroom during the first two weeks of school. After that period of time, students at all grade levels will only be chaperoned per the teacher's discretion. Kavod is not able to accommodate parent requests for a bathroom chaperone.

Safety Plan and Evacuation

The Kavod staff will be trained in procedures to be taken in emergencies situations. Kavod will host drills for students to be prepared for situations in which emergencies may arise.

If students need to evacuate classrooms or buildings within the school site, students will be directed to the dirt field away from the school buildings.

If students need to evacuate the school site they will walk to Taft Middle School located at 9191 Gramercy Drive. The middle school is .3 miles away.

Kavod will contact parents after all emergency persons have been notified.

PROGRAM COMPONENTS

Standards-Based Report Cards

In a standards-based system, student achievement is reported in relation to the state/core-content standards. The report provides information about student proficiency.

Character Development

The mission of Kavod Elementary Charter School is to promote academic excellence, utilizing a Modern Hebrew-English language program, within a service-learning environment, with a deep commitment to the development of responsible citizens who can thrive in our global community. We understand that building strong character traits will aid our students in growing into socially responsible citizens. We believe in creating a diverse community where students work together, actively engaging in service-learning projects in order to become productive members of society. In this environment, our students develop the tools and character traits needed to achieve success in their continued education, careers and journey in life. Kavod students focus on character traits that will enhance their role as a socially responsible, global citizen; beginning with understanding the meaning of Kavod.

Service Learning

Each year students partake in a minimum of two service learning opportunities. The activities are designed to be student-driven to heighten the engagement level of the students.

Home Review Policy

Kavod believes it is important for the family to support and encourage the learning process, and that the learning process should primarily occur in the classroom. Students will be required to read at home and will be sent home with concepts to review with their parents. The purpose of this review is for students to engage their parents in what they are achieving at school. Students should not be struggling to complete any work at home. No new concepts will be introduced to students during home review.

Reading

Students are expected to read at home each week to promote literacy skills and encourage the learning process at home. Kavod encourages nightly reading, but as the school understands that may not always be possible we have instituted a weekly reading requirement. Students must turn in their weekly grade-specific reading log every Monday for the previous week.

General Review

Teachers will provide parents with talking points on what the students are learning each week to aid parents in a review conversation with the students.

Students are not expected to learn any new material at home; any work completed will be a review of what was presented at school. **On average, and inclusive of nightly reading**, the review should not exceed the following guidelines: Kindergarten -15 minutes; 1st grade - 25 minutes; 2nd grade - 30 minutes; 3rd grade - 40 minutes; 4th grade - 50 minutes and 5th grade - 60 minutes. Kavod recommends students break up their time into two different periods in the evening by first completing any assignments in the early evening and then completing reading as a part of their nighttime routine.

If any student has challenges with review material that comes home, or if the review is taking longer than the recommended time, parents should indicate the challenge to the teacher.

In individual circumstances if additional home-review is needed to increase student success, it will be brought to the parents' attention.

GATE Testing

Beginning in grade 2 students who show an advanced level can be tested for GATE. Students will be recommended for GATE based on a plethora of criteria, including their ability range is greater or equal to two standard deviations above the mean differ from their age peers. Children who score in the ability range greater or equal to two standard deviations above the mean differ from their age peers in that they generally show advanced comprehension, a faster pace of learning, and an ability to handle greater depth and complexity in their learning. Kavod will inform families when the SDUSD testing window opens. It is the parent's responsibility to pay for and coordinate GATE testing with SDUSD. As described in our curriculum, program adaptations are an integral part of our program to address the learning levels of all students to assist them in achieving the greatest level of success while a student at Kavod Elementary.

PARENT & STAKEHOLDER INFORMATION

Kavod Elementary encourages parents, students, teachers, staff, and other stakeholders to attend, listen and comment on Kavod's educational program at Board meetings by posting meeting notices with agenda on the Kavod website, at the school site, and at the meeting location if different from the school site. Each Board meeting will include an opportunity for parents, staff and general members of the public to address the Board (Government Code § 54954.3(a)).

Parent Involvement

Kavod Elementary encourages parents to be involved in all aspects of the school. Through the Kavod Parent Committee and the parent representative on the Board, parents can make their voices heard on broad issues or concerns. In addition parents are encouraged to volunteer at the school site. Parents and guardians are encouraged to communicate with their children's teachers about their children's learning program. Conferences are held at least twice a year.

Programs, events and a list of parent involvement activities are posted on the website and in other places available to parents.

In addition, the Board may ask members of the school community, including teachers and parents, to participate in, or comprise, standing or ad hoc committees of the Board. For example, the Board may invite members of the parent body to participate in, or comprise, advisory or ad hoc committees to study or implement a specific policy or action for Kavod Elementary and advise the Board or administration on how best to proceed on these or other vital issues faced by Kavod Elementary.

Kavod loves volunteers! Due to our limited space, to maintain a productive working environment, and to ensure a conducive learning environment, volunteers are welcome when scheduled with the office and/or at the teacher's discretion.

In order to help all new kindergarteners transition, parents of Kindergarteners may begin walking back to the Kavod campus and volunteering on-campus after the second week of school. Before then, we require all kindergarten parents to refrain from entering the campus. It is vital for all students, but especially kindergarteners, to be on-time for school to help them value their routine.

We strongly encourage parents to help supervise recess and lunch. Parents who volunteer must be willing to engage with the students and be proactive in fostering playground edict. We also love for parents to join the students on the playground in the morning before school begins.

Each class will have a room parent, provided a parent volunteered is agreed upon with the teacher. Room parents are responsible for the followingtype of tasks (subject to change):

- adding parents to the Kavod Parent Facebook Group
- organizing teacher appreciation with the KPC
- collecting, organizing and counting box tops
- organizing events as requested by the teacher
- reaching out to parents as requested by the teacher by both phone and email
- organizing auction items from class parents for Mesiba
- organizing playdates for the class
- submit parent news to the newsletter (births, exciting family events, congratulation remarks)
- building class parent community (ex: set up meal train and support when necessary for other families_
- other duties as directed by teacher or administration

Main Parent Contact and Office Appointments

Though the Director is the main point of contact for parental involvement, the Administrative Assistant is the primary point of contact for questions and referrals to other school personnel. This process will ensure parental access and involvement with school personnel.

Parents should schedule appointments to meet with the Director, Curriculum Coordinator, or Teachers at least one business day in advance by contacting the Administrative Assistant.

Visitors

All visitors, including parents and volunteers must sign the visitor log at the Main Office and receive a visitor badge. Visitors who do not comply with campus policies may be removed from the premises.

Field Trips

Field trips are off-campus activities that extend and enhance classroom learning. All students are expected to participate in field trips since they are curriculum based. These trips are organized by the teacher and occur during the school day. General requirements for field trips:

- Written permission is required for all field trips to sites other than the Kavod school property. Permission Slips for trips throughout the year will be issued for each trip. Parents must be informed as to the activities involved in the trip. **No child will leave the school premises on a trip without the school having obtained express written permission from the parent.** Vehicular seatbelts must be worn on all field trips if a student is not transported by a school bus.
- Your child's teacher will send home advance notice of planned field trips. These notices will give you more detailed information about these trips. If you plan to volunteer as a chaperone for a field trip, it is expected that you consider the following:
 - a) You may not bring your other children with you.
 - b) You assist the teacher in charge on the trip.
 - c) You supervise a small group of students.
 - d) You adhere to our 'no sharing' policy (food, candy, liquids).

The school reserves the right to select chaperone volunteers who exhibit appropriate behaviors and who are live scanned through SDCOE.

Celebrations

We delight in celebrating your child's birthday at school with his or her friends and teachers! Teachers will be provided a birthday list and may facilitate activities during the day to acknowledge the special day for your child. Kavod requests that parents do not provide any cakes, cupcakes, edible items or gift bags for birthday celebrations. In order to not disrupt the educational program, we ask that parents and relatives not visit the class for birthday celebrations. We need your full cooperation in this matter and we appreciate your understanding of the nutrition guidelines we adhere to in the best interest of all Kavod students.

Invitations for personal parties may not be distributed on campus.

Volunteers

Volunteering is strongly encouraged.

STUDENT SAFETY ALWAYS COMES FIRST: All volunteers will need to be TB tested. Volunteers who may, at any time, be around children without Kavod faculty will need to be live scanned. While working as a volunteer, student safety must be the utmost priority.

BE PROMPT AND DEPENDABLE: The teachers count on you, and appreciate your promptness and reliability. If you know in advance that you will not be able to make it during your designated volunteer time, make arrangements to have another parent cover for you. If it's at the last minute and you can't arrange coverage, leave a voicemail for the teacher so she can make necessary accommodations in her lesson plan.

BE FLEXIBLE: Be willing to do what the teacher asks of you. There may be times that you will not directly work with the children, but instead the teacher needs you to staple papers for an hour. Sometimes, a job that seems tedious to you is a big timesaver for the teacher and allows the teacher to get more effective teaching time in. Please be open and flexible about whatever the teacher asks you to do.

BE SURE TO UNDERSTAND WHAT THE TEACHER NEEDS: If you aren't sure, feel free to ask for more clarification.

NO CELL INTERRUPTIONS: Turn off your cell phone or place it on vibrate. It would be inappropriate and disruptive to make or receive phone calls during your classroom volunteer time.

HOLD OFF ON CONVERSATIONS WITH OTHER PARENTS: Please do not socialize with other parents in the classroom during your volunteer time. There may be other parents present or volunteering in the classroom during your time; it would be disruptive to the class if the parents socialize or chat during class time.

BE CONFIDENTIAL: Confidentiality is crucial and is the cornerstone of a successful classroom volunteer program. Information about every child is CONFIDENTIAL. All conversations with teachers and staff, test scores, behavior, etc. must remain within the classroom. Comments about children's progress (or lack of) and behavior in class should be addressed by the teacher. Please give each child the same respect you would want shown to your child by others.

BE POSITIVE: Make specific, positive comments about the children ("Johnny, you worked really hard on that math problem!"). Catch the child doing something good and then praise it.

OFFER FEEDBACK TO THE TEACHER: If you have a concern about a specific child or feel there is a need for some negative comment or disciplinary action, please tell the teacher and let her decide the appropriate action to take with a child. You may have observed something she did not see, and your feedback is important in helping her do her job.

DRESS APPROPRIATELY: The classroom isn't the place for skimpy or distracting clothing, or outfits that draw the children's attention to you rather than to the teacher. All parents must dress in a professional manner.

VOLUNTEER SIGN IN: There is a Volunteer Log at the Kavod office. Volunteers will need to sign in when they arrive and when they leave, and record the time spent volunteering.

We strongly encourage parents to help supervise recess and lunch. Parents who volunteer must be willing to engage with the students and be proactive in fostering playground edict.

Distribution Policy

The Kavod Distribution Policy is set in place to safe guard our students and their privacy.

Kavod Elementary will not distribute materials from outside organizations that are in any way discriminatory or exclusive to specific affiliations or groups. As a public school, and by law, Kavod is not affiliated with any religion or race; thus all information distributed to the Kavod community must be 100% inclusive to all students of various races, religious affiliations and backgrounds.

Distribution of Information

Kavod has high integrity standards. All information that is widely distributed to any part of the Kavod Community must be sent through the school with school approval. Parents may not distribute information about individual child events at the school level.

All parents are encouraged to join the Kavod Parent Facebook group, and information about events may be posted there. Parents may also submit news to the school newsletter. All submissions must be made on before the 25th of each month and the school has the right to deny a submission from being published.

Kavod Directory

The Directory is provided for parents for such events as: setting up play-dates and arranging school-approved activities...etc. Parents may not use the Kavod directory to distribute information or for any other purpose such as marketing, promoting or solicitation. If access to the Directory is used for any reason that does not support the Kavod vision and program, parents may be excluded from receiving the Directory. Directory information includes:

students' name and grade, parent/guardian relationship to student, email address, address and/or neighborhood of residence, and phone numbers.

Media Release

Kavod's priority is ensuring the security and safety of your children. Kavod's media release policy allows for the school to use images or student statements to enhance the school community. Unless notified by a parent in writing to request otherwise, Kavod will adhere to the following guidelines when using student images and/or statements. Kavod only uses full names of students for recognition in places such as the newsletters or teacher websites, which are available only to the Kavod parents via the locked parent access page. The school will not use students' full names for public purposes without first obtaining parent consent. It is common practice for Kavod to use student statements and images in print and video, and use first name/last initial, or vice versa, of students for a variety of purposes to enhance and promote the school community and for other informational, recruitment and marketing purposes. Kavod will upload videos as a means for parent to be able to view videos and for other school-related purposes.

In order to opt out from having your child's image or statements from being used for above-type purposes, you must provide Kavod Elementary a statement in writing, with a signature and date for that academic year, that indicates the specific mediums that you are withholding consent from; otherwise up until we receive such notification, enrollment at Kavod indicates you agree to Kavod using your child's image, statements and first name.

FERPA

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age ("eligible students") certain rights regarding the student's education records. One of those rights is the right to consent to disclosures of personally identifiable information contained in the student's education records. To best serve the student's education needs, it is necessary to disclose a student's name and address to the following classes of vendors that provide important services related to a student's education. In all cases, these vendors will have agreed to ensure the confidentiality of the student's name and address and to not use the information for purposes other than that contracted to meet the student's education needs.

- Companies that enter the student information into a computer database for use by school officials
- Other contractors and subcontractors that San Diego Unified School District and/or Kavod identify as necessary to providing education services

The federal Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School a written request that identifies the record(s) they wish to inspect. The school will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The School will make copies available to parents for \$0.25 per page.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School Director clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Feedback/Suggestions/Grievances

The Kavod Board strongly encourages feedback and suggestions. The Director, KPC and Parent Board Representative are great resources for parents to go to with feedback, suggestions and any concerns. We ask that parents to try to resolve issues at the lowest appropriate level.

Kavod offers multiple ways for parents to have their voices heard:

- At the class level, please speak with the teacher or the school Director.
- At the school level, please speak with the Director or the Kavod Board Parent Representative.
- Kavod also has an anonymous suggestion box in the office and set up electronically, which is checked by the Kavod Board Parent Representative.
- Kavod requests that any concern is also presented with recommendations and suggestions, when being presented at any level.

CODE OF CONDUCT

Behavior In Classrooms

Kavod promotes a culture of respect. The school will design and implement a school-wide classroom management system that upholds the values of respecting one another. Students must adhere to this system. Students are expected to be courteous to one another, respect and tolerate one another and to work together to promote a successful learning environment. Students' actions may not cause a distraction to the education of their peers.

Student Office Use

During class time, students must have a hall pass from their teachers to be admitted to the Main Office. Note that the office telephone is for emergency use only. If parents call the School to relay a message to his/her child, they should generally expect to leave a message with the Administrative Assistant and it will be delivered to the child.

Behavior in Office

Students should obtain a permission pass from their teacher prior to visiting the Main Office during class time.

Students are expected to always speak softly in the Main Office.

Student should wait patiently until office personnel address them.

Student Office Appointments

Students who want to talk to the Director or Curriculum & Testing Coordinator should complete an appointment form at the Administrative Assistant before school, during break, or at lunchtime. Students will be notified when to report to the Main Office.

Authorized Area/Closed Campus

Kavod Elementary students must remain on the school grounds during the day. This includes the lunch period. Kavod students may not enter unsupervised areas.

Standard of Conduct on playground

Kavod students are expected to interact in a respectful and positive manner. To assist in creating a physically and emotionally safe environment students must adhere to the following policies on the playground:

- May only be on the playground when there is adult supervision
- Will walk to and from the playground in a calm manner
- Will participate in all activities in a safe and respectful manner and must show good citizenship
- Will use equipment appropriately
- Will include all students in activities
- Will only eat in the designated areas

Lunch/Snack Conduct

- Students must always use their best manners
- Students will clean up their area after snack and lunch
- Student will not share food
- Students will not bother their peers while eating
- Students must raise their hands to be excused from the table

Dress Code for Students and Parents/Volunteers

To promote the culture of respect and honor, Kavod students will be required to wear uniform school attire.

Benefits of a Dress Code

1. **Proven to increase student achievement.** Promotes a more serious school atmosphere which emphasizes academics and promotes good behavior.
2. **Reduces social conflict, peer pressure and the prevalence of certain behaviors** that may be associated with appearance.
3. **Reduces tardiness** because students spend less time worrying about what to wear to school.
4. **Saves money** because parents spend less money on clothing.

The Kavod dress code will consist of a variety of mix and match options as indicated below.

Tops:	Short sleeve polos or long sleeve polos : Blue, White, Yellow, Orange, or Black - plain, no writing or images (small shirt brand logos are okay – example: the Nike or Polo symbol, but it cannot be the name of another school)
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Bottoms*:	Pants, shorts or pleated skirts: Blue, White, Black, Gray or Khaki/Beige - plain, no writing or images, and fitted appropriately: no baggy pants, no jeans
Sweaters:	A cardigan, knitted hoodie, or sweater vest: Blue, White, Yellow, Orange, Black or Gray
Dresses*:	Girls may wear a dress with the pleated bottom in: Navy Blue, Black, Gray, Khaki/Beige or Light Blue.
Outerwear:	On the playground students may wear any school appropriate jacket to stay warm. These must come off before entering the classroom.

* Through the workshop model, Kavod’s learning environment requires that students move around frequently. Due to this, girls who choose to wear skirts and dresses will be required to also wear bike shorts or tights.

The Following Are NOT Approved Kavod Colors: Red, Pink, Purple, Green

In addition to the above attire, Kavod will have school-pride t-shirts and sweatshirts available for purchase. On Fridays and on some special occasions, students may wear a Kavod school-pride shirt with school appropriate blue-jeans (ex: jeans may not be baggy, may not be a color beyond the traditional blue scale, and may not have holes/rips). More information will be provided regarding purchasing the Kavod school-pride shirts.

Kavod will not deny entrance to the program based on a student’s inability to obtain the school attire. Please contact the director if you have concerns regarding procurement of the proper school attire.

School Policy for Dress Code Violations:

- 1st Offense: Parents are provided a dress code violation slip in their child’s folder
- 2nd Offense: Parents notified via phone call or email
- 3rd Offense: Student is required to change (dress code violation slip provided thereafter) – If a child has emergency clothes at the school he/she will be changed into his/her own clothes; otherwise children will be given clothes from the office.

Kavod Elementary encourages and promotes a positive and safe dress code for students, which adheres to a constructive educational environment. Accordingly all students should follow the standards of dress listed below:

- Clothing and jewelry must be safe and appropriate to the educational environment. All clothing must be clean and in good repair. Slits, tears or holes in pants or other articles of clothing are not permitted.
- Head coverings, including hats of any kind, except those worn for religious such as yarmulkes, medical or safety reasons, are not to be worn inside school buildings. Hats may be worn outside for sun protection (Cal. Ed. Code § 35183.5) or warmth. All hats are to be removed upon entering school buildings.
- Slacks, shorts, Capri pants, skirts and skorts are to be worn on the waist with no portion of an undergarment showing.
- Skirts, dresses, jumpers, shorts, and skorts must be at least knee length when standing. Black stockings or leggings may be worn under skirts or jumpers. Skirts and dresses must have no slits in the sides or backs that expose the leg over knee level.
- Shirts and blouses must completely cover the midriff and chest area. No deep V-necks are permitted. Shirts and blouses shall show no cleavage nor drop off the shoulder.
- Trousers must not be longer than ½ inch from the sole of the shoe for safety.
- No baggy styles allowed.
- No oversized shirts allowed.
- For safety purposes, earrings, which may be for pierced ears, must not dangle more than one inch below the ear and necklaces or chains should not dangle below the chest.

- Wearing jewelry in eyebrow piercing, lip piercing, or more than one nose piercing stud is not permitted for males or females.
- Wearing other body piercings is not permitted.
- Appropriate shoes must be worn at all times. No flip-flops. No heels.
- All students should groom their hair prior to arriving at school.
- The Director may modify this dress code at any time in consideration of student safety and promoting a healthy learning environment.

Change of clothes: It is preferred that your child have an extra set of clothes in school that are in accordance with the dress code. Please label each item of clothing with your child's name.

Parents and Volunteers: The classroom isn't the place for revealing or distracting clothing, or outfits that draw the children's attention to you rather than to the teacher. All visitors to the school must dress in a professional manner.

Cell Phone and Phone Policy

Students may not use cell phones at school. If a student is seen with a cell phone in use, or it is causing a distraction, it will be confiscated. The school will not provide the phone back to the student. A parent is required to check into the office in order for the cell phone to be returned.

If students need to call home, they may do so at the main office.

School Property

Students are asked to treat all school property with respect. Kavod depends on parents' willingness to replace or cover the expense of lost or damaged school property that occurred by their child, regardless of whether the incident was accidental or intentional. School property encompasses, but is not limited to, PE/Recess equipment, school books, school supplies, furniture, and the physical school building.

Student Internet Use Agreement

User Obligations & Responsibilities: Students are authorized to use Kavod Elementary's on-line services in accordance with user obligations and responsibilities specified below.

The system shall be used only for approved purposes related to Kavod Elementary's curriculum. Commercial, political, and/or personal use of the system is strictly prohibited. Kavod Elementary reserves the right to monitor any on-line communications for improper use.

The students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Kavod Elementary policy.

The students shall not transmit or access material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.

Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use and only in accordance with copyright laws.

Vandalism and or theft of school property (including but not limited to electronic files and databases) will result in the cancellation of user privileges and/or disciplinary action. Vandalism includes uploading, downloading, or creating computer viruses and/or any malicious attempt to harm or destroy, steal, or alter Kavod Elementary equipment or the materials or the data of any other user.

Inter-and intra-classroom communications messages are to be brief and will use appropriate languages. Use of e-mail and Internet resources shall be for educational purposes.

The students shall report any security problem or misuse of the network to the teacher or Director.

Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

Be polite. Be brief. Do not be abusive in your messages to others.

Use appropriate language. Do not swear, use vulgarities, or any other inappropriate or offensive language. Illegal activities are strictly forbidden.

Do not reveal your personal address or the telephone numbers of students or colleagues.

Electronic mail (e-mail) is not guaranteed to be private. People who operate the system at this school have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

Do not use the network in such a way that you would disrupt the use of the network by other users.

All communications and information accessible via the network should be assumed to be private property.

Students will receive separate internet agreement if/when students are provided access to personal Kavod accounts.

General Discipline Approach

Discipline is an important component of a safe, respectful and welcoming school environment where students can learn and teachers can devote their time to teaching. Kavod applies thoughtful responses to student misconduct in order to provide this environment. Kavod Elementary has set clear rules and expectations, which can be found in our Uniform Discipline Policy and includes the pupil suspension and expulsion policy (collectively, our “discipline policies”). The purpose of our disciplinary policies is to insure the rights of each student to attend school in a safe, positive and productive learning environment.

The standard approach includes, but is not limited to:

- Initial Classroom Management
- Director and Family Notification with Improvement Goals
- Contractual Agreement with Parents and Students

Bullying

Kavod Elementary believes that all students have a right to a safe and healthy school environment. Kavod promotes mutual respect, tolerance, and acceptance. Kavod Elementary will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions.

Recognizing Bullying

Bullying is **exposing a person to abusive actions repeatedly over time**. Being aware of children's teasing and acknowledging injured feelings are always important; however, bullying is a concern when hurtful or aggressive behavior toward an individual or group appears to be unprovoked, intentional, and (usually) repeated.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (a) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (b) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (c) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (d) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying is a form of *violence*. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be *physical* (hitting, kicking, spitting, pushing), *verbal* (taunting, malicious teasing, name calling, threatening), or *emotional* (spreading rumors, manipulating social relationships, extorting, or intimidating).

Bullying is also one or more acts by a pupil or group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act, as defined.

Cyberbullying is bullying by electronic act. An "electronic act" is defined as transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager. (Ed. Code 32261 (g)).

Prevention of Bullying

To ensure bullying does not occur on school campuses, Kavod Elementary will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment

Kavod Elementary works toward preventing bullying by fostering a learning environment that focuses on values of respect and tolerance. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Reporting, Investigating, Mediation and Consequence Procedures

Kavod Elementary expects students and/or staff to immediately report incidents of bullying to the Director or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

- Students are expected to immediately report incidents of bullying to the Director or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner. The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the director. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

- When appropriate the school will work with students and parents to communicate and resolve issues among themselves.
- Students will be made aware of how their actions constitutes bullying and the impact of their actions. Parents will be made aware of the concern. A log will be kept that includes the behavioral actions. Students will be asked to voice their views to be included in the log.
- If the actions are on-going, students and parents sign behavior contracts consistent with written and communicated behavior codes for students, teachers, and staff. This contract will lay forth the further procedures on a case-by-case basis.
- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.

Suspension/Expulsion

To preserve and protect this safe and welcoming environment, Kavod Elementary will apply exclusionary discipline (suspension and expulsion) to serious incidents of student misbehavior that pose a threat to others or that are required under federal or California law. For non-emergency student misconduct, we will favor discipline techniques other than exclusionary discipline as a means to teach appropriate behavior and use progressive disciplinary approaches as needed.

Kavod Elementary is a public charter school and a school of choice. Students who engage in prohibited misconduct as described in the charter petition, or do not meet the code of conduct and expectation requirements outlined in policies may be expelled.

Location of Offense

A student may be suspended or expelled for any of the acts enumerated in this section, related to school activity or school attendance, that occur at any of the following times:

- While on school grounds.
- While going to or coming from school.
- During the lunch period whether on or off campus.
- During, or while going to or coming from, a school-sponsored activity

Reasons for Expulsion

Kavod Elementary chooses to apply the list of mandatory and discretionary expellable offenses contained in the California Education Code to this charter school, these are identified in the following sections.

Mandatory Suspension & Recommendation for Expulsion

The Director will impose mandatory immediate suspension and the recommendation for expulsion of students who commit any of the five offenses below, as listed in Ed. Code § 48915 (c):

- Possess, sell, or otherwise furnish a firearm
- Brandish a knife at another person
- Sell a controlled substance
- Commit or attempt to commit a sexual assault or sexual battery
- Possess an explosive

In compliance with the Federal Gun-Free Schools Act of 1994, Kavod Elementary will impose a one calendar year of expulsion for any student bringing a firearm to school and will refer the student to law enforcement. The list above aligns to and fulfills this federal mandate.

Discretionary Recommendation for Expulsion

For the five offenses below, which are enumerated in Ed. Code § 48915 (a), the Director may recommend expulsion or may find that "expulsion is inappropriate due to the particular circumstance." These significant but discretionary offenses include:

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife or other dangerous object of no reasonable use to the pupil
3. Unlawful possession of any controlled substance listed in Chapter 2 (§ 11053 et seq.) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code § 240 and § 242, on any school employee

The Board's decision to expel a student because of one of these offenses will be based on one of the following findings:

Other means of correction are not feasible or have repeatedly failed to bring about proper conduct

Due to the nature of the act, the presence of the pupil causes continuing danger to the physical safety of the pupil or others

Grounds for Suspension or Expulsion

The following list of offenses that could result in suspension and/or expulsion at Kavod Elementary are adapted from, but not identical to, offenses specified in Ed. Code §48900. At Kavod Elementary, if the Director determines that a student has committed any of the acts listed below, the Director may suspend the student and, further, may recommend the student for expulsion. Offenses that could lead to suspension or expulsion depending on severity or number of occurrences are where a student has:

Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence on another person, except in self-defense

Destroyed, stole, or attempted to steal school property or private property worth \$25.00 or more

Disrupted school activities, including but not limited to the unwarranted pulling of a fire alarm, throwing food, or stuffing inappropriate items or quantities of item into toilet bowls

Engaged in bullying, hazing, intimidating, or harassing a pupil or school personnel, including but not limited to electronic acts and verbal or written sexual harassment

Refused to follow school rules or adult direction, including but not limited to unauthorized leaving of a supervised area

Engaged in acts of vandalism, including but not limited to graffiti or spitting.

Engaged in habitual profanity or committed an obscene act, including but not limited to making disrespectful gestures

Due Process at Kavod Elementary

Adopt Policies. The Kavod Elementary Board will review, adopt and periodically revise a pupil behavior policy and a suspension and expulsion policy at open meetings where parents, staff and other community members may observe and offer comments.

Inform Students, Parents & Guardians. The behavior policy will clearly describe student behavioral expectations and disciplinary consequences. Kavod Elementary will post both the behavior policy and the suspension and expulsion

policy on the school's website. The Director shall ensure that students and their parents or guardians receive written notice of all discipline policies and procedures upon enrollment. The notice shall state that copies are also available on request at Kavod Elementary's main office. The school will prepare copies in English, Spanish and Hebrew and in other languages if required to serve the school's enrolled families.

Report Violation. Students who observe or have knowledge of any planned or actual violation of the behavior policy, or students who are victims of any planned or actual violation of the behavior policy, should immediately report the incident to a teacher, staff member or the Director. A teacher or staff member who observes or has knowledge of any planned or actual violation or who is the victim of any planned or actual violation shall immediately report the violation to the Director.

Investigate Violation. The Director shall expeditiously investigate the occurrence, collect evidence, and take statements, and then determine whether the incident merits suspension or expulsion. This investigation may include conducting a lawful search of a student's attire, personal property, vehicle, or school property, including books, desks and school lockers, if the Director has reasonable grounds for suspecting a search will uncover evidence that a student has violated or is violating the law or rules of the school. However, the search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Suspension Procedures

Informal Conference. Unless a student poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the Director will conduct an informal conference with the student before deciding to suspend the student. At this conference, the Director will orally inform the student of what the student is accused of doing and the basis of the accusation. The student will be given the opportunity to present informal proof and the student's side of the story before the Director decides whether to suspend the student.

If the Director determines that the student poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the Director may suspend the student prior to the informal conference.

If the Director suspends a student without the informal conference, both the student and the parent or guardian will be notified of their right to return to school for the purpose of a conference within five school days, or at the parent's or guardian's earliest opportunity.

Duration of Suspension. The Director determines the appropriate length of the suspension, up to ten school days. When a suspension does not include a recommendation for expulsion, it shall not exceed ten school days.

If the suspension also includes a recommendation for expulsion, then additional due process steps apply.

Contact Parent or Guardian. At the time of the suspension decision, a Kavod Elementary employee will make reasonable efforts to contact the parent or guardian by telephone and/or electronic message to inform him or her of the suspension and the reasons for the suspension.

If the suspension is to begin that school day and Kavod Elementary cannot reach a parent or guardian to arrange for supervision of a suspended student, then the school will hold the suspended student in an isolated but supervised manner at the school, unless the student is hospitalized or detained in a correctional facility, until the close of that school day.

A Written Notice of Suspension will be placed in the student's cumulative file at Kavod Elementary.

The notice of suspension will state the fact of suspension, its duration and the specific offense committed by the student. In addition, the notice may state the date and time when the student may return to school.

Additionally, if the Director wishes to ask the parent or guardian to confer regarding matters pertinent to the suspension, the notice may ask the parent or guardian to respond to that request without delay.

Change of Placement, Required Interim Alternative Educational Settings for Certain Offenses, Parent Notices, Manifest Determinations. If the student has an IEP or a 504 Plan, Kavod Elementary will ensure that the school follows the correct disciplinary procedures to comply with the mandates of state and federal laws, including IDEA and Section 504 of the Rehabilitation Plan of 1973. The Director will initiate procedures set forth in the MOU regarding special education between SDUSD and Kavod Elementary, regarding change of placement, required interim alternative educational settings for certain offenses, parent notices, manifest determinations and all related matters. (See the “Special Education Students” section below,)

Behavior Contract. The Director may require the student and the student’s parent or guardian to sign a contract that states the conditions that the student is expected to meet while enrolled at Kavod Elementary. If the behavior contract is broken by the student, a more severe form of discipline, such as expulsion, may be appropriate depending upon the circumstances. The school will keep the signed contract and give a copy to the parent or guardian and to the student.

Right to Appeal Suspension. The student’s parent or guardian may appeal the suspension decision within five (5) school days of Kavod Elementary sending the Notice of Suspension to the student and parent or guardian. If no appeal is requested the decision is final and accepted.

Written Appeal of Suspension. If the student’s parent or guardian requests an appeal, it must be in writing, signed by the parent or guardian, directed to the Director, and received by the Kavod Elementary front office by 4:00 pm of the fifth day after Kavod Elementary sending the Notice of Suspension. Parents or guardians may compose their appeal requests in their spoken language.

Suspension Appeal Process. The Director will attempt to resolve any appeal with a written response within ten (10) school days of receiving the written appeal. After resolution of the appeal at the School level, the student or the student’s parent or guardian may appeal in writing to the President of the Kavod Elementary Board of Directors within five (5) school days of the date of the Director’s written response.

The Kavod Elementary Board of Directors will post a closed session in respect to any appeal to the Board and report its decision in the manner required by the Brown Act at a meeting held within fifteen (15) school days of receipt of the appeal. All parties may present evidence and the Director will submit a written recommendation to the Board.

The Board will deliberate in closed session and report its decision in open session. The Board’s decision will be final.

If any suspension appeal is denied, the student or the student’s parent or guardian may place a written rebuttal to the action in the student’s file.

Expulsion Procedures

Expulsion Recommendation. After the Director investigates an incident, determines the offense should result in a suspension, and initiates the procedures to suspend the student as outlined above, the Director may also decide to recommend, or be required to recommend, expulsion.

Extension of Suspension Pending Expulsion. If the Director wants to consider extending a student’s suspension pending an expulsion decision, the Director will invite the student and the student’s parent or guardian to a meeting held within five (5) school days of the student’s suspension to discuss extending the suspension.

The purpose of the meeting will be to discuss the extension of the suspension and may be conducted as part of the initial meeting with the parent or guardian after the suspension. At this meeting, the participants will discuss the offense and its repercussions. If the student has committed an offense that requires a mandatory expulsion recommendation, this will be discussed at the meeting so that all parties understand why the Director must recommend expulsion.

The Director may only extend the suspension if, the Director determines after the meeting that the presence of the student at Kavod Elementary would cause a danger to persons or property, or a threat of disrupting the instructional process.

Timely Scheduling of Expulsion Hearing. The Kavod Elementary Board of Directors will schedule an expulsion hearing within 30 school days of the date the Director recommended expulsion.

Letter Regarding Expulsion Hearing. The Director will send a letter by certified mail to the student and the student's parent or guardian regarding the expulsion hearing. The school will send this letter to the address reflected in the pupil's student file at least ten (10) calendar days before the date of the hearing.

The letter shall notify the student and the student's parent or guardian of the following:

- the date, time and place of the expulsion hearing;
- the student's right to postpone the expulsion hearing, if requested by the student and the student's parent or guardian in writing, for a period of time not to exceed 30 calendar days;
- the Board's discretion to grant any further extension of time requested by the student and the student's parent or guardian in writing.
- a statement of the facts, charges and offenses upon which the proposed expulsion is based;
- a copy of Kavod Elementary's disciplinary rules relating to the alleged violation;
- notice of the obligation for the student and the parent or guardian to provide information about the student's status at Kavod Elementary to any other school district or school to which the student seeks enrollment;
- the opportunity for the student and the student's parent or guardian to appear at the expulsion hearing in person and to employ and be represented by legal counsel or an advocate at the expulsion hearing;
- the right of the student and the student's parent or guardian, legal counsel or advocate to inspect and obtain copies of all documents to be used at the expulsion hearing;
- the opportunity of the student and the student's parent or guardian, legal counsel or advocate to confront and question witnesses who testify at the expulsion hearing (unless revealing the name of a student witness or requiring that the student testify could subject the student to risk, in which case statements and reports of such students may be relied on in lieu of live testimony and student names do not have to be revealed);
- the opportunity of the student and the student's parent or guardian, counsel or advocate to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witness testimony.

Kavod Elementary Record of Expulsion. Kavod Elementary shall maintain documents that may be used at the hearing and make them available for review by the student and the student's parent or guardian. These papers may include, but are not limited to, the following: a record of the student's attendance and grades; a record of previous infractions; a statement of the facts surrounding the case made by the Director; a statement of the facts surrounding the case made by witnesses; a law enforcement agency's report; and any other relevant matter.

Expulsion Hearing. The Kavod Elementary Board of Directors will conduct the expulsion hearing in a session closed to the public unless the student or the student's parent or guardian requests, in writing, at least five (5) days before the date of the hearing, that the hearing be conducted at a public meeting.

Kavod Elementary School Board will post this closed session matter and report its decision in the manner required by the Brown Act. Regardless of whether the expulsion hearing is conducted in a closed or public session, the Board may deliberate in a closed session but must report its decision in open session.

If the Board admits any other person to a closed deliberation session, the student, the student's parent or guardian, and the legal counsel or advocate of the student also shall be allowed to attend the closed deliberations.

A record of the hearing shall be made and may be maintained in a manner that permits a complete written transcription of the proceedings to be made.

Evidence & Testimony. While the technical rules of evidence do not apply to expulsion hearings, parties may provide the kind of evidence on which reasonable persons could rely in the conduct of serious affairs. The Director's recommendation to expel must be supported by substantial evidence that the student committed an expellable offense.

The Board will base its findings of fact solely on evidence produced at the hearing. Hearsay evidence is admissible, but the Board will not base a decision to expel solely on hearsay evidence. The Board may admit sworn declarations as testimony from witnesses who the Board determines may be subject to an unreasonable risk of physical or psychological harm if their identities were disclosed or if they testified in person at the hearing.

If, due to a written request by the expelled pupil, the Board holds the expulsion hearing at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery, then a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

Expulsion Decision. The Director shall submit a written recommendation, with findings of fact, to the Board of Directors who will make a final determination regarding the expulsion. The Board can only take final action to expel a student in a public session. The Board shall make its decision within the latter of ten (10) school days following the conclusion of the expulsion hearing, or forty (40) school days after the date of the pupil's removal from Kavod Elementary for the incident for which the recommendation for expulsion is made, unless the student has requested in writing that the decision be postponed.

Decision Not to Expel. If the Director decides not to recommend expulsion, or if the Board decides not to expel, then the student shall be reinstated and permitted to return to classroom programs. Decisions not to recommend expulsion or not to expel shall be final.

Decision to Expel & Appeal Procedure. If the Kavod Elementary Board of Directors decides to expel the student, then the student or student's parent or guardian may submit a written objection and request for reconsideration to the Board within ten (10) days of the Board's decision.

Reconsideration will be posted and conducted in the same manner as the expulsion hearing, deliberation, and decision in compliance with the Brown Act. Reconsidered decisions of the Kavod Elementary Board of Directors shall be final unless successfully appealed to the San Diego County Board of Education.

The student or the student's parent or guardian may file an appeal of the Kavod Elementary Board's decision to expel with the San Diego County Board of Education according to San Diego County Board of Education procedures if permitted by the San Diego County Board of Education. If this appeal is made, decisions of the San Diego County Board of Education shall be final.

Rehabilitation Plan. Students expelled from Kavod Elementary shall be given a rehabilitation plan developed by the Board of Directors, or its designee, at the time of the expulsion order. The rehabilitation plan will include, but not be limited to, procedures for periodic review as well as assessment at the time of review for readmission. The rehabilitation plan will include a date no later than one (1) year from the date of expulsion when the pupil may reapply to the school for readmission.

Suspension of Expulsion. The Kavod Elementary Board, upon voting to expel a pupil, may suspend the enforcement of the expulsion order for a period of not more than one calendar year. The Board may assign the pupil to a school, class or program deemed appropriate for the rehabilitation of the student as a condition of the suspension of enforcement, or require other conditions such as good behavior or attendance.

The rehabilitation program to which the pupil is assigned may provide for the involvement of the student's parent or guardian in his or her child's education in ways that are specified in the rehabilitation program. However, a parent or guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program.

If the student satisfactorily completes the rehabilitation program, then the expulsion will be expunged from the student's record.

Written Notices of Expulsion. Following a Board decision to expel a student, the Director shall send a written notice of the decision to expel to the student and the student's parent or guardian. The notice shall include the following:

- notice of the specific offense committed by the student;
- the Board's findings of fact;
- the student's rehabilitation plan;
- the process for readmission;
- notice of the right to submit a written objection and request for reconsideration to the school's Board of Directors within 10 school days;
- notice that the decision of the Kavod Elementary Board of Directors shall be final unless successfully appealed to the San Diego County Board of Education; and
- notice of the student's and parent or guardian's obligation to inform any new district in which the student seeks to enroll of the student's status within the charter school.

Notification of Expulsion to the District. The Director shall also send written notice of the decision to expel to the student's district of residence and the San Diego County Office of Education. This notice shall include the student's name and the specific expellable offense committed by the student.

Continuing Education. Expelled students are responsible for seeking alternative education programs, including but not limited to programs within the County or their school district of residence, such as a community day school.

Special education students remain entitled to continued educational services. These educational services will be provided in accordance with the special education provisions for suspended and expelled students in the Kavod Elementary charter and its MOU with SDUSD to ensure that these students continue to receive educational services.

Readmission Decision. Kavod Elementary's Board of Directors shall adopt rules establishing a procedure for the filing and processing of requests for readmission and the process for the required review of all expelled pupils for readmission.

The Director, the student, and the student's parent or guardian shall first meet to determine whether the student has successfully completed the rehabilitation plan and to determine whether the student poses a threat to others or will be disruptive to the school environment.

The Director shall make a recommendation to the Kavod Elementary Board following the meeting regarding the Director's determination as to rehabilitation.

The Board will make its decision at a meeting posted and conducted in compliance with the Brown Act. The decision to readmit a student or to admit a student previously expelled pupil from another school district or charter school shall be at the sole discretion of the Kavod Elementary Board of Directors.

Records. Kavod Elementary will maintain records of all student suspensions and expulsions at the school site and make such records available for SDUSD's review upon request.

If a student is expelled from Kavod Elementary, the school will notify the superintendent (or designee) of the school district of the pupil's last known address within thirty (30) days. In addition, Kavod shall, upon request, provide that school district with a copy of the cumulative record of the pupil, including a transcript of grades or report card, and health information, as required by Ed. Code 47605 (d) (3).

Kavod Elementary will also submit an expulsion packet to the SDUSD Office of Charter Schools immediately or as soon as practically possible, containing items required.

Finally, Kavod Elementary will also forward student records upon request to the receiving school district, if different from the district of residence, in a timely fashion.

***Outcome Data**

Kavod Elementary shall maintain all data involving placement, tracking, and monitoring of student suspensions, expulsions, and reinstatements, and make such outcome data readily available to the District upon request.

***Rehabilitation Plans**

Pupils who are expelled from Kavod Elementary shall be given a rehabilitation plan upon expulsion as developed by Kavod Elementary's governing board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to Kavod Elementary for readmission.

***Readmission**

Kavod Elementary's governing board shall adopt rules establishing a procedure for the filing and processing of requests for readmission and the process for the required review of all expelled pupils for readmission. Upon completion of the readmission process, the Kavod Elementary's governing board shall readmit the pupil, unless the School's governing board makes a finding that the pupil has not met the conditions of the rehabilitation plan or continues to pose a danger to campus safety. A description of the procedure shall be made available to the pupil and the pupil's parent or guardian at the time the expulsion order is entered. Kavod Elementary is responsible for reinstating the student upon the conclusion of the expulsion period.

***Special Education Students**

In the case of a student who has an Individualized Education Plan ("IEP"), or a student who has a 504 Plan, Kavod Elementary will ensure that it follows the correct disciplinary procedures to comply with the mandates of state and federal laws, including IDEA and Section 504 of the Rehabilitation Plan of 1973. As set forth in the MOU regarding special education between the District and Kavod Elementary, an IEP team, including a district representative, will meet to conduct a manifestation determination and to discuss alternative placement utilizing the District's Policies and Procedures Manual. Prior to recommending expulsion for a student with a 504 Plan, the Charter School's administrator will convene a Link Determination meeting to ask the following two questions: A) Was the misconduct caused by, or directly and substantially related to the student's disability? B) Was the misconduct a direct result of Kavod Elementary's failure to implement 504?

Uniform Complain Procedure

Kavod Elementary Charter School’s policy is to comply with applicable federal and state laws and regulations. The Charter School is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate.

This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

- (1) Complaints of unlawful discrimination, harassment, intimidation or bullying against any protected group, including actual or perceived discrimination, on the basis of age, ancestry, color, disability, ethnic group identification, gender expression, gender identity, gender, nationality, national origin, race or ethnicity, religion, sex, or sexual orientation, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any Charter School program or activity; and
- (2) Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: Adult Education Programs, Consolidated Categorical Aid Programs, Migrant Education, Career Technical and Technical Education and Career Technical and Technical Training Programs, Child Care and Development Programs, Child Nutrition Programs, and Special Education Programs.
- (3) A complaint may also be filed alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
 - a. “Educational activity” means an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
 - b. “Pupil fee” means a fee, deposit or other charge imposed on pupils, or a pupil’s parents or guardians, in violation of Section 49011 and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils without regard to their families’ ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:
 - i. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
 - ii. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
 - iii. A purchase that a pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.
 - c. A pupil fees complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.
 - d. If the Charter School finds merit in a pupil fees complaint the Charter School shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by the Charter School to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.
 - e. Nothing in this section shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or school districts, school, and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.

- (4) Complaints of noncompliance with the requirements governing the Local Control Funding Formula or Sections 47606.5 and 47607.3 of the Education Code, as applicable.

The Charter School acknowledges and respects every individual's rights to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects [to the greatest extent reasonably possible] the confidentiality of the parties and the integrity of the process. The Charter School cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, the Charter School will attempt to do so as appropriate. The Charter School may find it necessary to disclose information regarding the complaint/complainant to the extent necessary to carry out the investigation or proceedings, as determined by the Director or designee on a case-by-case basis.

The Charter School prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of unlawful discrimination, harassment, intimidation or bullying. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

Compliance Officers

The Board of Directors designates the following compliance officer(s) to receive and investigate complaints and to ensure the Charter School's compliance with law:

Alexa Greenland
Director
PO Box 22044
San Diego, CA 92192
858.386.0887

The Director or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Director or designee. Should a complaint be filed against the Director, the compliance officer for that case shall be the President of the Charter School Board of Directors.

Where and How to File A Complaint

The following procedures shall be used to address all complaints which allege that the Charter School has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the Charter School.

A complaint alleging unlawful discrimination, harassment, intimidation or bullying shall be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation or bullying. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, the Charter School staff shall assist him/her in the filing of the complaint.

Step 2: Mediation

Within three (3) days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the Charter School's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five (5) days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide the Charter School's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

The Charter School's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Step 4: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the Charter School's investigation and decision, as described in Step #5 below, within sixty (60) days of the Charter School's receipt of the complaint.

Step 5: Final Written Decision

The Charter School's decision shall be in writing and sent to the complainant. The Charter School's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion(s) of law.
3. Disposition of the complaint.
4. Rationale for such disposition.
5. Corrective actions, if any are warranted.
6. Notice of the complainant's right to appeal the Charter School's decision within fifteen (15) days to the CDE and procedures to be followed for initiating such an appeal.
7. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, notice that the complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.
8. For unlawful discrimination, harassment, intimidation or bullying complaints arising under federal law such complaint may be made at any time to the U.S. Department of Education, Office for Civil Rights.

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of the Charter School's expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education

If dissatisfied with the Charter School's decision, the complainant may appeal in writing to the CDE within fifteen (15) days of receiving the Charter School's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the Charter School's decision.

Upon notification by the CDE that the complainant has appealed the Charter School's decision, the Director or designee shall forward the following documents to the CDE:

1. A copy of the original complaint.
2. A copy of the decision.
3. A summary of the nature and extent of the investigation conducted by the Charter School, if not covered by the decision.
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by all parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint.
6. A copy of the Charter School's complaint procedures.
7. Other relevant information requested by the CDE.

The CDE may directly intervene in the complaint without waiting for action by the Charter School when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including cases in which the Charter School has not taken action within sixty (60) days of the date the complaint was filed with the Charter School.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the Charter School's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, however, a complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the Charter School has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

2. Have you discussed your complaint or brought your complaint to any Charter School personnel? If you have, to whom did you take the complaint, and what was the result?

3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents. Yes No

Signature: _____ Date: _____

Mail complaint and any relevant documents to:

Alexa Greenland
Director
PO Box 22044
San Diego, CA 92192
858.386.0887

Verification of Receipt and Understanding of Handbook, Policies and Internet Agreement Forms

Parents/legal guardians are asked to read and review this Kavod Elementary Parent and Student Handbook with your child(ren) each year. **The Handbook can be found on the website; copies are provided by the school upon request.** Any revisions will be posted to the website. It is important that parents and students understand the expectations and rules for the school. **Your signatures indicate that you have reviewed and discussed the Handbook together, that you will review the Handbook again prior to the start of the new school year for revisions, and that you join Kavod Elementary in our efforts to keep your school safe and orderly.**

If there is a conflict between the rules expressed in the Handbook and your child's teachers or classroom rules, the rules expressed in the Handbook shall take precedence. Please contact the Director if you have questions or need clarification.

As the parent/legal guardian of the student(s) signing below, I have:

- Read the Kavod Elementary Parent & Student Handbook, including the Student Internet Use Agreement in the Handbook,
- Discussed its content with my child(ren),
- Grant permission for my child(ren) to access the Internet at School understanding that:
 - the school's computing resources are intended for educational purposes only;
 - it is impossible for the School to restrict access to the entire network;
 - individuals and families may be held liable for violating the Internet Use Agreement.
 - I accept full responsibility for supervision when my child(ren)'s computer/internet use is not in a school setting.
- Understand the policies in the handbook, and in as provided in the enrollment packet, especially those relating to **attendance, discipline, dress code, media release, and food-sharing.**
- Understand the policies in the handbook may be updated at any time and that revisions will be posted on the website

Parent/Legal Guardian Name: _____

Parent/Legal Guardian Signature: _____ Date: _____

Student Section for Handbook and Internet Use

- I understand the Kavod Elementary Parent & Student Handbook and agree to abide by all its rules and regulations.
- I understand read the Kavod Elementary Student Internet Use Agreement in the Handbook and agree to follow the rules contained in the user's obligations and responsibilities.
- I understand that if I violate the rules I may face disciplinary measures.

Student Name: _____

Grade: _____

Student Signature: _____

Date: _____